



DEPARTMENT OF MOTOR VEHICLES CAREER EXECUTIVE ASSIGNMENT EXAMINATION BULLETIN

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

DIVISION: Information Systems Division

POSITION TITLE: CEA B, Assistant Deputy Director, Enterprise Applications Branch

LOCATION: Sacramento

SALARY: \$10,360.00 – \$12,341.00

FINAL FILING DATE: August 19, 2019

This position may be subject to Department of Finance approval.

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Information Systems Division (ISD)/Chief Information Officer (CIO), the CEA B, Assistant Deputy Director, Enterprise Applications Branch is responsible for managing ISD's Enterprise Applications Branch, which includes management and coordination of application development and maintenance, website maintenance, performing system testing and quality assurance, and migration of applications in support of the Department of Motor Vehicles' (DMV) business programs.

Manages ISD's Enterprise Applications Branch in the execution of the DMV's information system operational initiatives and Information Technology (IT) Strategic Plan, which includes enterprise system redevelopment, ongoing legacy application maintenance, and internet and mobile application development without disruption to service.

Plans, directs, coordinates, and manages the activities of a large technical and professional application development staff and operations. Provides leadership, mentorship, and guidance; makes decisions concerning personnel hiring, training, and employee performance; and ensures staff development. Oversees development and planning for the appropriate training of staff to support emerging technologies.

Participates in and advises DMV executive and business management in the development and recommendation of statewide policies that affect the DMV application environment and redevelopment.

BULLETIN RELEASE DATE: July 29, 2019

POSITION DESCRIPTION (CONTINUED)

Collaborates with ISD staff and DMV business management in developing strategic and tactical plans surrounding DMV's information systems with consideration for the convergence of legacy systems with targeted technology. Serves in a consultative role by providing recommendations to DMV executive management and educating the department on the System Development Life Cycle (SDLC), business and systems analysis, requirements gathering, documentation, technology, and best practices. Oversees research and evaluation of current IT trends and practices to ascertain the feasibility of using such technology and practices in the DMV IT environment. Oversees analysis and implementation of all Legislative mandates requiring IT changes for the DMV. Plans for and initiates transition efforts for the next generation of technology tools that support an enterprise redevelopment effort.

Participates in and/or leads internal and external technical committees and IT projects that focus on DMV systems or interfaces to other systems. Directs the evaluation and selection of appropriate resources for redevelopment projects. Determines contract resources and requirements for modernization efforts.

Collaborates with executive management, cross-functional/interdisciplinary teams, technical and nontechnical audiences, outside agencies, and the public using verbal and written techniques to ensure effective communication of the DMV's programs related to enterprise applications.

Prepares and delivers presentations to executive management, cross-functional/interdisciplinary teams, technical and non-technical audiences, outside agencies, and the public to effectively communicate DMV's programs related to enterprise applications.

Participates in the budgeting process and represents the DMV before control agencies and legislative bodies in defense of proposed projects and plan activities. Oversees preparation of budget estimates and recommendations for procurement of services, training and/or necessary equipment. Provides general direction and management of state and contractor resources related to enterprise applications.

Collaborates with the DMV's Information Security Office to ensure secure coding standards are followed. Performs other related duties as required.

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in the civil service.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following types of experience (experience may have been paid or volunteer; in State service, in other governmental settings, or in a private organization):

CEA Level A. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Level B. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C. Extensive managerial and program administrative experience, which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal and personnel management.

Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATIONS

The following desirable qualifications are critical factors in job success for this CEA position. You must provide responses and specific examples for each of the desirable qualifications in your Statement of Qualifications. The responses and examples you provide may be the only tool used for determining your final score and rank for this examination.

1. Describe your experience in formulating and implementing policy related to statewide information technology (IT) business processes and programs.
2. Describe your knowledge of and experience in planning, developing, and supporting large scale IT projects, including your experience in managing progress, scope, and cost of systems in development and maintenance.
3. Describe your strong management and leadership skills, including your demonstrated ability to facilitate the establishment of strategic objectives and priorities, and ensure attainment of objectives.
4. Describe your demonstrated ability to establish and maintain effective working relationships on behalf of a department with representatives of all levels of government, various organizations, and the public.
5. Describe your demonstrated ability to communicate complex IT issues, both verbally and in writing, to all levels inside and outside of a department.
6. Describe your strong decision-making abilities, including your demonstrated ability to analyze and solve complex problems and issues, and your demonstrated ability to make effective decisions involving varied levels of ambiguity and risk.
7. Describe your education history and primary course of study, and how they relate to the position description, and the knowledge and abilities required for this position.

EXAMINATION INFORMATION

The Statement of Qualifications will be reviewed and rated by an examination panel. Candidates will be competitively ranked according to their qualifications using predetermined evaluation criteria consistent with the minimum and desirable qualifications for the position.

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of **CEA B, Assistant Deputy Director, Enterprise Applications Branch, Information Systems Division** with the Department of Motor Vehicles and may be used to fill subsequent vacancies for this position for a period of up to 12 months. Standard State Applications (STD. 678) and Statement of Qualifications will be retained for 12 months. The DMV may elect to consider new applicants in addition to those previously screened.

Questions regarding the examination process should be directed to Lisa Roper, CEA Program Coordinator, at (916) 403-8339.

FILING INSTRUCTIONS

Interested applicants **must** follow the filing instructions below. Applicants who fail to follow the filing instructions or fail to submit all items by the final filing date will be disqualified from this examination.

1. Complete a Standard State Application (STD. 678).

The STD. 678 is available through your CalCareer Account at www.calcareers.ca.gov.

The STD. 678:

- **Must** indicate the position title in the “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING” box.
- **Must** include all title/job classifications, employment dates, and duties performed.
- **Must** have an original signature and date; STD. 678s submitted electronically using a CalCareer Account are considered signed and dated.

2. Complete a Statement of Qualifications.

A Statement of Qualifications contains your narrative explanations of how your education, training, experience, knowledge, skills, and abilities meet the minimum qualifications and DESIRABLE QUALIFICATIONS for this position. It is also your written presentation to the examination panel and serves as documentation of your ability to present information clearly and concisely in writing.

Cover pages, cover letters, and resumes **do not** take the place of the Statement of Qualifications.

The Statement of Qualifications:

- **Must** include specific examples addressing each of the DESIRABLE QUALIFICATIONS. The specific examples you provide on the Statement of Qualifications may be the only tool used for determining your final score and rank for this examination.
- **Must** be typed with font no smaller than Arial 10 point.
- **Must** be no more than two (2) pages in length (*one 8 ½” x 11” sheet with print on front and back is considered two [2] pages*).
- **Must** be clearly titled “Statement of Qualifications” at the top of the first page.

FILING INSTRUCTIONS (CONTINUED)

3. Submit the completed STD. 678 and Statement of Qualifications by the final filing date using one (1) of the three (3) options below.

- **Electronic (Using Your CalCareer Account)**

Click on the “Apply Now” button on the job posting at www.calcareers.ca.gov, follow the prompts, and print a receipt as proof of submission. Email or fax will **not** be accepted.

- **By Mail**

Must be postmarked by the final filing date. Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered postmark dates for the purposes of determining timely filing. Interoffice mail received after the final filing date will **not** be accepted. **Address for mailing:**

Department of Motor Vehicles
Attn: Lisa Roper – CEA
Selection and Certification Unit
P.O. Box 932315, MS E678
Sacramento, CA 94232-3150

- **Drop-Off**

Must be placed in the “Selection & Certification Unit Drop Box” by 5:00 p.m. on the final filing date. **Address for drop-off:**

Department of Motor Vehicles
Attn: Lisa Roper – CEA
“Selection & Certification Unit Drop Box”
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box on the Standard State Application (STD. 678). You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the minimum qualifications does not assure a place on the eligible list.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service laws and rules and all competitors will be notified.

GENERAL INFORMATION (CONTINUED)

General Qualifications: All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver license, a good driving record and is expected to drive the car safely.

Criminal Record Clearance: Some positions within the Department of Motor Vehicles may be subject to fingerprint and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Candidates will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

*California Relay (Telephone) Service for the deaf or hearing impaired:
from TDD phones (800) 735-2929; from voice phones: (800) 735-2922.*

Classification Specifications are located at:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>